



SCOTT A. ANGELLE  
LIEUTENANT GOVERNOR


**State of Louisiana**  
**OFFICE OF THE LIEUTENANT GOVERNOR**  
**DEPARTMENT OF CULTURE, RECREATION & TOURISM**  
**MANAGEMENT AND FINANCE**

PAM BREAU  
SECRETARY

DESIRÉE W. HONORÉ  
UNDERSECRETARY

**HUMAN RESOURCES MEMORANDUM NO. 2010-034**

**TO:** Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers, and Directors

**FROM:** Rikki Nicole David, PHR   
Human Resources Director

**SUBJECT:** Notification of Testing Period Form Updated

**DATE:** August 20, 2010

The attached *Notification of Testing Period Form (48 Hour Notification for Drug Testing)* has been updated to include additional data entry fields for the: (1.) Job title of the position; and (2.) HR Announcement Number.

This additional data assists the Human Resources Division in complying with Civil Service requirements, so we respectfully ask that agencies begin using the updated form as of the date of this memo.

This information, along with the updated form, should be made available to employees responsible for drug testing in each agency.

Contact Human Resources if you have any questions or need additional information.

RND:cm  
Attachment

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